

PREMIUM BLANK TEMPLATE / US PROCUREMENT TOOLKIT

Vendor Qualification Summary

Organize capability evidence, documentation status, delivery fit, gaps, and follow-up items.

Prepared for		Prepared by	
Project / reference		Version	1.0
Review date		Decision owner	

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.

How to use this template

- 01 Confirm the requirement and decision owner before completing fields.
- 02 Separate verified facts, assumptions, and unresolved items.
- 03 Retain evidence for material entries, scores, and conclusions.
- 04 Assign open actions and review under applicable organizational rules.

1. Requirement snapshot

Anchor the review to a defined need.

Requirement	
Location	
Timing	

2. Supplier profile

Record the organization presented for review.

Legal name	
Website	
Primary contact	

3. Capabilities and capacity

Connect claimed capability to the requirement.

Capability	
Evidence	
Capacity	

4. Coverage and delivery model

Make roles, locations, and dependencies visible.

Service area	
Delivery role	
Dependencies	

5. Documentation review

Use evidence-status labels consistently.

Document	
Status	
Reviewed date	

6. References and performance evidence

Record approved evidence without unsupported conclusions.

Reference	
Relevance	
Verification status	

7. Strengths, gaps, and risks

Separate favorable evidence from unresolved exposure.

Strength	
Gap	
Risk observation	

8. Fit summary and follow-up

State the current disposition and required next action.

Fit summary	
Open question	
Owner	

Final review and authorization

Decision / disposition	
Conditions	
Approved by	
Approval date	
Next action	